

DEVELOPED COUNTRY NGO DELEGATION

Job Description - Constituency Focal Point (CFP)

Deadline to Apply: 18:00 CEST on Monday, 2 November 2026

Anticipated Start Date: Monday, 4 January 2027 (with time scheduled and remunerated for onboarding in December 2026)

Overview

The Developed Country NGO Delegation is one of the twenty voting delegations on the Global Fund Board to Fight AIDS, Tuberculosis and Malaria (the Global Fund). It is a member of the Board's Implementer Group. The Delegation comprises three leadership positions—the Board Member (BM), the Alternate Board Member (ABM), and the CFP—and eleven members. These members represent the delegation's broader constituency, composed of NGO representatives based in countries that are [not eligible for Global Fund allocations based on income status](#) (i.e., based in a high-income country).

The Delegation's mission is to bring the voices of civil society to the Global Fund and ensure that the Fund remains transparent, ambitious, and impactful as it works toward the vision of a world free of HIV, TB, and malaria. The Delegation upholds impact, transparency, human rights, meaningful engagement and partnerships, and activism through its work on the Board.

The core objectives of the Delegation are:

- To ensure that civil society's and affected communities' needs are embedded in the Global Fund's structure.
- To contribute significantly to Board and Committee discussions on issues important to its constituency, including ensuring that the Global Fund Board makes decisions that build on the role of civil society and affected communities within the Global Fund.
- To ensure that the Global Fund as a funding mechanism is accessible, transparent and accountable and easy to understand for civil society organizations.
- To ensure the Global Fund is fully funded to maximize impact and achieve its vision.

Position Purpose

The CFP role is a highly dynamic role. On one hand, the CFP will provide internal leadership and day-to-day management of the Delegation, policy analysis, and external outreach and engagement and, on the other hand, they are also responsible for the administrative, logistical

and coordination responsibilities of the Delegation. The CFP regularly communicates and liaises with the BM and ABM to plan and organize the Delegation's work throughout the year; acts as the primary interlocutor between the Delegation and the Global Fund's Governance Team; ensures the Delegation and its broader constituency are kept informed on relevant Global Fund discussions and decisions; and provides technical expertise and analysis on matters relating to HIV, TB and Malaria to help express the Delegation's positions on Global Fund Board / Committee discussions and policy input.

Terms

The CFP will serve **up to 3 years** and is subject to an annual performance review. The CFP term may be renewed once, based on an assessment process that the BM and ABM convene. This is the only paid position within the Delegation and reflects an annual 0.8 FTE LOE (Level of Effort), with a greater proportion of that effort concentrated around Board and Committee meetings.

The CFP is a governance officer of the Global Fund's Board and must abide by the code of conduct for governance officers and Board officials. The Code of Conduct for Governance Officials (the "Code") reflects the core ethical values of the Global Fund as provided by its Ethics and Integrity Framework, the principles reflected in the Policy to Combat Fraud and Corruption and the Policy on Conflict of Interest.

Salary: The CFP is paid a salary of up to USD 67,000.00 per annum, subject to the pending approval of the Delegation's annual budget.

Location: Remote, home-based, with international travel (3-6 weeks annually).

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Reporting and Contractual Arrangements

The CFP reports to the Board Member and the Alternate Board Member. The CFP communicates with the financial manager of the fiscal agent (one of the Delegation members' organizations) on the financial issues of the Delegation. The CFP role is hosted by the fiscal agent of the Delegation. The CFP enters a service contract with the fiscal agent, and is paid after submitting monthly invoices. The CFP is responsible for complying with all revenue and taxation regulations according to the country in which they are based.

In consultation and collaboration with the Board and Alternate Board Members, the CFP role covers, but is not limited to, the following responsibilities:

Core

- Plan, coordinate, document and monitor the Delegation's internal work processes.
- Track the Delegation's work plan and priorities.

- Plan, participate, and track action points in weekly leadership calls with the BM and ABM.
- Plan, participate, and keep track of action points of bi-weekly Delegation meetings.
- Attend all Board meetings, pre-meetings, interim Board calls and read-outs.
- Manage the Delegation's internal governance processes, including regular recruitment processes (new members, Board Members, Alternate Board Members and Committee Members, as needed) and planning of Delegation retreats.
- Ensure the timely sharing of communications and documents from the Global Fund Governance Team to the Delegation and vice versa.

Administration and Project Management

- Manage the Delegation budget and costed work plan.
- Track expenses and submit progress reports, as required and/or requested, to the BM, ABM and the Governance Team / Office of Board Affairs.
- Plan and coordinate the on-site engagement of the Delegation in advance of and during Board meetings and ensure logistical arrangements.
- Organize meetings, events, travel and related logistical arrangements, with support from fiscal host organization.
- Keep records of events, activity outcomes and calls.

Communications and Policy

- Manage the Delegation's external communications with its broader constituency and other Board delegations.
- Regularly update the Delegation's website and social media pages.
- Plan and coordinate the Delegation's preparatory work for Board meetings and committee meetings.
- Develop talking points, policy statements, press releases, and other formal communications on the Delegation's positions and other issues relating to the Global Fund.
- Provide technical expertise and analysis on policy decisions facing the Board.
- Regularly track and archive policy positions and developments; develop short surveys and questionnaires for delegation consultations; and assist with follow-up actions.
- Participate and represent delegation positions in external civil society and community calls and meetings, as appropriate.

Core Competencies

Leadership

- Strong skills in providing direction and decision-making.
- Sound conceptualization, critical thinking, and analytical skills to identify and respond to moderate-to-complex issues / objectives and analyze the relevance and interdependencies.
- Competency in researching, analyzing, managing and synthesizing large amounts of information to make recommendations for evidence-based decision-making.

- Diligence in tracking and following through on decisions and action items.

Planning and Organizing

- Excellent time management skills, ability to manage multiple responsibilities, and prioritize work among competing demands.
- Ability to work independently.

Interpersonal Effectiveness and Teamwork

- Ability to inspire collegiality and optimal performance, while bringing energy, passion and creativity to the work.
- Expert-level ability to articulate standards and requirements, present status reports, and respond to inquiries.
- Ability to present arguments and capture nuance convincingly and compellingly.
- A sense of humor is a plus.

Qualifications

- Minimum of 3-5 years of experience in HIV, TB or malaria or health, rights, gender, development and global health advocacy issues.
- A solid understanding of the various types of initiatives, strategies and tactics that advocates employ to seek change among decision-makers.
- Demonstrated understanding of the role of civil society and communities in global health and development—and within the Global Fund, specifically.
- Strong writing, editing and communications skills, including using social media.
- Strong diplomatic and negotiation skills with the ability to build and maintain working relationships with diverse constituencies.
- Demonstrated strength in project management and organizational ability, including experience with budget management and financial reporting.
- Readiness to travel internationally (3-6 weeks annually).